



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: June 17, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	1.18	Uniformed Employees Grooming Requirements and Provisions for Uniforms	1	05/20/08	CS-0600, Acknowledgement of Payroll Deduction Authorization for Reimbursement of Assigned State Property CS-0602, Uniform Replacement Request

Summary of Policy revisions for 1.18: Supersedes 1.18, 12/01/06; Corrected form titles listed in the forms section of policy. Minor policy review required.

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
2.	14.16	Child Protective Services Case File Organization	14	05/01/08	CS-0726, Child Protective Services Case File Documentation Checklist GS-0989, Certificate of Record Destruction
Summary of Policy revisions for 14.16: Supersedes 14.16, 01/01/08; Section G of the policy revised to reflect the recently revised Records Disposition Authority (RDA) for CPS cases. Minor policy review required.					
3.	29.4	Fire- Safety and Sanitation Monitoring in DCS Leased Property and State-Owned Facilities	29	05/15/08	CS-0117, Inspection Checklist for Offices and Facilities CS-0234, Emergency Exit Drill
Summary of Policy revisions for 29.4: Supersedes 29.4, 9/1/07; Revised for minor word corrections in the definition of Fire Safety Coordinator and corrected numbering in section C. Minor policy review required.					
4.	29.12	Emergency Response Preparedness Plans	29	05/15/08	None
Summary of Policy revisions for 29.12: Supersedes 29.12, 08/01/07; Section C revised to correspond with the updated Emergency Response Preparedness Plan Instruction Guide . The ERPP guide includes in-depth instructions and guidelines on completing the Plan as approved by the National Child Welfare Resource Center for Organizational Improvement. Major policy review required.					
5.		Emergency Response Preparedness Plan Instruction Guide	29	04/08	None
The Emergency Response Preparedness Plan Instruction Guide is revised to include in-depth instructions and guidelines on completing the ERPP as approved by the National Child Welfare Resource Center for Organizational Improvement. Major review of the ERPP Instruction Guide is required.					

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